

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

BULLETIN NO. 63-10

February 27, 1963

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Recommendations of the Administrative Conference of the
United States

1. Purpose. The President has requested the Bureau of the Budget to follow up on recommendations made in the final report of the Administrative Conference of the United States to assure that actions to realize potential benefits are taken promptly. This Bulletin requests each department or agency to submit a report of agency views and the status of agency actions to carry out the Conference recommendations.

2. Reporting date. Four copies of initial agency reports should be received in the Bureau of the Budget by April 15, 1963. Subsequent reports may be requested, if warranted.

3. Coverage of agency reports. This Bulletin deals with the 30 recommendations included in Appendix IV of the Final Report of the Conference, a copy of which is attached. Additional copies of the report, as needed, may be obtained from the Office of Administrative Procedure, Department of Justice (Room 504, Star Building; code 187, ext. 3685).

Each agency will evaluate the recommendations in terms of its own operations, keeping in mind the advantages to the public of Government-wide uniformity in policies and procedures when such uniformity is consistent with effective discharge of the agency's specific responsibilities.

4. Format and content of reports. In order to facilitate Government-wide compilation and analysis, agencies are requested to prepare reports in accordance with the instructions attached to this Bulletin.

5. Inquiries. Inquiries in connection with this Bulletin may be addressed to Miss Hazel Guffey, Bureau of the Budget (code 113, ext. 2015).

KERMIT GORDON
Director

Attachments

Office of Management

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